

~~SECRET~~*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chief, Plans and Policy Staff

DATE: 14 June 1956

FROM : Chief, Intelligence School

SUBJECT: Weekly Activities Report #24
8 June through 14 June 19561. SIGNIFICANT ITEMS

a. The first group of the SR Operational Management Course completed their two weeks' work on 8 June. They seemed cheerful, enthusiastic, and confident of two benefits from the course: 1) a sustained exchange of ideas with their peers; 2) a better systematized concept of the Branch Chief's job. The Division requested a second session to follow immediately, and this second presentation, for 15 persons, began on Monday, 11 June, in the K Building Conference Room.

2. OTHER ACTIVITIESa. Clerical Training

(1) During the week of 4 June there were 35 people in Clerical Induction Training and 14 people in Clerical Orientation.

(2) [redacted] who is in charge of Secretarial Training at USIA, visited Clerical Refresher courses on 7 June.

b. Basic Orientation

(1) On 7 June the CIA Introduction Program was conducted for 49 persons, including 5 from DDP, 10 from DDI, 33 from DDS, and one whose component was not identified.

(2) Fourteen Foreign Service Officers attended the briefing for Mid-Careerists conducted by Chief/OB on 5 June.

(4) On 12 June the 24th CIA Review was conducted. Only 14 of the 29 scheduled to attend were present.

25 YEAR RE-REVIEW

~~SECRET~~

SECRET

CONFIDENTIAL

c. Administrative Training

25X1

(1) Miss [] reported for duty on 11 June and is taking the last three weeks of Operations Support.

(2) The Administrative Training staff is considering the possibility of initiating a Dispatch Refresher Course patterned after the Cable Refresher courses conducted recently.

d. Basic Orientation

25X1

(1) American Thesis, the course manual originally prepared by Mr. [] and other staff members, will be reprinted during the next few weeks. The reprinted manual will be entitled An American Thesis. Sufficient copies will be available to meet headquarters and overseas needs for the next year. All copyright problems have been resolved, and the manual will be reprinted without restrictions of any kind.

(2) Approximately 200 Agency personnel attended the Intelligence Products Exhibit which was held on 12 June.

(3) Two new lectures, "Current Intelligence" and "Production of National Intelligence Estimates," were added to the current running of Basic Orientation.

e. Management Training

25X1

(1) Miss [] conducted two follow-up meetings for previous Basic Supervision courses. One, on 5 June for GS-12 - GS-14's, included members of three courses. Thirty former students came to this meeting, where Mr. Kirkpatrick discussed "Problems of Management in CIA." The second follow-up meeting, held 12 June, was attended by 21 supervisors, GS-4 - GS-7, from two previous courses. At this meeting Mr. Baird talked informally to the group about career planning.

f. Instructor Training

Nothing to report.

g. Visual Aids Staff

The weekly activities report of the Visual Aids Staff is attached.

h. Personnel Notes

25X1

Mr. [] will be on leave for one month beginning 14 June.

25X1

Chief, Intelligence School

SECRET